

BOARD OF PUBLIC WORKS & SAFETY
FEBRUARY 15, 2013
10:30 A.M.
REGULAR SESSION

The Board of Public Works & Safety of the City of Warsaw met in Regular Session on Friday, February 15, 2013 at 10:30 A.M. in the Council Chambers at City Hall. Mayor Joseph M. Thallemer presided and the following persons were noted as present or absent:

PRESENT: Board members Charles Smith, Jeff Grose and Mayor Thallemer. Also present Clerk-Treasurer Lynne Christiansen, City Attorney Michael Valentine, WWTU Manager Brian Davison, Assistant Street Superintendent David Tackett, Street Administrative Assistant Terri Keim, Fire Territory Chief Mike Brubaker, City Planner Jeremy Skinner, Assistant City Planner Tim Dombrosky, Park Maintenance Director Shaun Gardner, Park Recreation Director Staci Young, Police Chief Scott Whitaker, H/R Director Jennifer Whitaker, Jerry Frush, on-line news reporter Stacey Page, and reporter Jennifer Peryam with the Times-Union.

ABSENT: None

The meeting was called to order by Mayor Thallemer, followed by the Pledge of Allegiance.

MINUTES-

The minutes from the February 1, 2013 Regular Session were presented for approval. Mr. Smith made a motion to accept the minutes as presented, seconded by Mr. Grose, motion carried by unanimous vote.

NEW BUSINESS-

OPEN BIDS FOR MCKINLEY STREET KREBS TRAILHEAD PARK/BUILDING & PLAN-

Bids for the McKinley Street Krebs Trailhead Park were opened. The City plans to install a restroom building, concrete walkways, and an asphalt parking lot. Bids were received from:

- 1). Butt & Timmons Construction, Inc.- \$120,189.24

Motion made by Mr. Smith to take the bid under advisement, seconded by Mr. Gross, carried by unanimous vote.

OPEN BIDS FOR PROJECT #1/WEST MARKET ST./STREET-

Bids for Project #1, West Market Street, were opened for review. The project consists 48" brick storm line on Market Street from Pine to Center St. Bids were received from:

- 1). ConShield Technologies - \$308,400.00
- 2). Pro-Form Pipe Lining - \$148,000.00

Motion made by Mr. Grose to take the bids under advisement, seconded by Mr. Smith, carried by unanimous vote

1-TON TRUCK PURCHASE REQUEST/STREET-

This item was withdrawn from the agenda.

BOBCAT ROTATION/STREET-

This item was withdrawn from the agenda.

SIGNATURE TREE COMPANY/PARK-

Park Maintenance Director Shaun Gardner requested approval of a contract with Signature Tree Company in the amount of \$3,905.00 for tree care of Cottony-Cushion Maple Scale disease. Mr. Grose made a motion to approve the contract, seconded by Mr. Smith, carried by unanimous vote. (Copy attached).

PARK GRANT APPLICATION-

Park Recreation Director Staci Young requested permission to submit an application for a grant from the Indiana Arts Commission for the fiscal cycle of 2013/2014. She is requesting \$5,000.00 from the Commission to support the Central Park Concert Series. This grant requires a 100% match that is built within the Park Department budget for 2013. Motion made by Mr. Smith to move forward with the application, seconded by Mr. Grose, carried by unanimous vote. (Copy of letter attached to minutes).

PARK CONTRACTS-

Park Recreation Director Staci Young, requested approval of following activity contracts:

1. Warsaw Community Schools – Concert inclement weather facilities agreements.

Motion made by Mr. Smith to approve the contracts, seconded by Mr. Grose, carried by unanimous vote.

2. General Programs
 - a. Sharon Peterson-Fall Family Fun \$350
3. National Concerts:
 - a. JLD, Inc.-Country Music Concert Headliner, Joe Diffie \$15,000
 - b. Tom Privett – Classic Rock Concert Opener, Kyxx \$1,000.00
 - c. Trent Tillman –Stagehand, Classic Rock, Blues, & Country \$360 (\$120 per show).

Motion made by Mr. Smith to approve the contracts, seconded by Mr. Grose, carried by unanimous vote. (Documentation attached to minutes).

SANDS OFFICE EQUIPMENT/COPIER MAINTENANCE AGREEMENTS/VARIOUS DEPARTMENTS-

Various annual maintenance agreements from Sands Office Equipment were presented for approval:

Park-\$360

Motion made by Mr. Grose approving the agreement, seconded by Mr. Smith, carried by unanimous vote. (Contract worksheet attached).

Building and Plan-\$820

Motion made by Mr. Smith approving the agreement, seconded by Mr. Grose carried by unanimous vote. (Contract worksheet attached).

Mayor-\$1,054

Motion made by Mayor Thallemer approving the agreement, seconded by Mr. Smith carried by unanimous vote. (Contract worksheet attached).

Fire Territory-\$630

Motion made by Mr. Grose approving the agreement, seconded by Mr. Smith carried by unanimous vote. (Contract worksheet attached).

ACS GOVERNMENT SYSTEMS/FIREHOUSE SOFTWARE SUPPORT AMENDMENT/WWFT-

An amendment to the Fire House Reporting Software Contract was presented for approval. The amendment allows the inspector to use an iPad for inspections cutting the time it takes to complete an inspection. The cost of the software is \$750.00 first time fee and a \$150.00 per year after. After discussion, Mr. Smith made a motion to approve the amendment, seconded by Mr. Grose carried by unanimous vote. (Documentation attached).

EMT TRAINING/WWFT-

Fire Territory Chief Mike Brubaker presented an agreement with Sue Bechtold to teach an EMT class for approximately 15 members of the Fire Territory. The training will consist of 148 hours to 220 hours class time taught on Tuesdays, Wednesdays, and Thursdays starting March 5, 2013. The cost of the training will not exceed \$25,000 and more specifically listed in the contract. Motion made by Mr. Smith to approve the contract, seconded by Mr. Grose. (Worksheet attached).

PAY APPLICATION #13/HAROLD McCOMB & SON, INC.-

Information from Harold McComb & Son, Inc. requesting a payment of \$32,918.40 for Pay Application #13 for the City Hall renovations was presented. After discussion a motion was made by Mr. Smith to approve the payment, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

EASEMENT/CITY OF WARSAW/MRW PROPERTIES, LLC-

An Easement Appurtenant Agreement was presented to grant an easement from the City to MRW Properties, LLC and from MRW to the City. The easement is across a portion of Lots 275 & 276, Hood and Bratton Addition that will benefit access to property located at 119 E. Center Street. After discussion, Mr. Smith made a motion to accept the agreement pending a review by the City Engineer, seconded by Mr. Grose, carried by unanimous vote. (Copy attached).

UNUM LIFE, AD&D, <D/EMPLOYEE INSURANCE-

Human Resource Director Jennifer Whitaker requested approval of UNUM Insurance Company for Life, AD & D and Long Term Disability coverage for employees. The policy will be in effect

on March 1, 2013 and the policy rates will remain the same for the next three year renewal period. Motion made by Mr. Grose to approve the renewal, seconded by Mr. Smith, carried by unanimous vote. (Copy attached to minutes).

NEW HIRES/REHIRES/CHANGES-

No new hires or changes in payroll were presented.

TRAVEL REQUESTS-

A list setting forth two (2) travel requests, Clerks Office to the annual ILMCT institute in Muncie, and more specifically set forth on the list, was presented for approval. Motion made by Mr. Smith to approve the travel request, seconded by Mr. Grose, carried by unanimous vote. (List attached to minutes).

SPECIAL CLAIMS-

None presented

CLAIM DOCKETS-

The following claim dockets were presented for approval:

Regular Docket - \$869,000.09

Motion made by Mr. Smith to approve the claims for payment, seconded by Mr. Grose, motion carried by unanimous vote.

ADJOURN-

There being no further business to come before the Board by a motion duly made and seconded, the meeting was adjourned.

ATTEST:

Lynne Christiansen, Clerk-Treasurer